

# Memo

Carmichael



RECREATION AND  
PARK DISTRICT

**To:** Advisory Board of Directors

**From:** Liz Bellas, Interim District Administrator  
Ingrid S. Penney, Administrative Services Manager

**Subject:** Approve Delegation Authority to the Interim District Administrator to Enter into Contracts and Expend Approved Budgeted Funds for the Jensen Garfield Access and the Jensen Garden Parking Lot Projects.

**Date:** May 16, 2019

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***Introduction/Background:***

In Resolution 2017-0010, the County Board of Supervisors delegated authority to the Advisory Board to award contracts for construction or maintenance of public projects and repair of existing facilities for a total cost per contract which does not exceed \$500,000, for projects approved by the Board of Supervisors and the plans and specifications which have been approved by the Advisory Board. Construction contracts exceeding this threshold would require approval/execution by the Board of Supervisors and contract management through Department of General Services – Contract & Purchasing Division.

The approved CIP Budget for FY2018-19 includes an allocation of \$44,000 for the Jensen Garfield Access and \$20,000 for Jensen Garden (lower garden) Parking Lot projects.

***Discussion:***

Staff has received proposals/job estimates for these two projects (Attachment 1). In order to streamline the process and to complete the projects before fiscal year end, staff is recommending that the Advisory Board delegate authority to the Interim District Administrator to negotiate within the approved allocations and enter into contracts for the Jensen Garfield Access and the Jensen Garden Parking Lot projects.

Project expenditures for this fiscal year must be processed by June 14. If the contractor is unable to complete the project and submit invoices by this date, any remaining expenditures or CIP projects will be re-budgeted for FY2019-20 in order to be paid and/or completed.

Staff plans to return to the Advisory Board at a later date with policies and procedures to streamline CIP construction contract award. The policy would also address a mandate by the County Resolution to establish and adopt standardized bidding and award procedures, consistent with federal and state statutes or local ordinances governing construction contracts, which have been reviewed and approved by the Department of General Services – Contract & Purchasing Services Division and County Counsel.

***Recommendation:***

Staff recommends that the Advisory Board of Directors of the Carmichael Recreation and Park District authorize Interim District Administrator Bellas to negotiate and execute contracts for two projects allocated in FY2018-19; Jensen Garfield Access Project in an amount not to exceed \$44,000 and Jensen Garden Parking Lot Project in an amount not to exceed \$20,000.

**PROPOSAL AND JOB ESTIMATE**

Upgrade Driveway and Handicap parking area at  
Garfield House

February 25/2019

SJ VARNER CO  
CSLB # 368836  
509 Winchester Court  
Roseville Ca 95661  
Ph 916-765-7751  
Fax 916-784-3237  
Email sjv72189@gmail.com

Carmichael recreation and parks district  
5750 Grant Ave  
Carmichael, Ca

Attn Keith Madison

Hi Keith,

We propose to clean, grade, compact and add 150 ton Class II aggregate base to the driveway and parking area. We would also add Handicap Parking and sidewalk from the handicap parking spot to the house deck. We would also add a concrete driveway approach at the Fair Oaks entrance as discussed including equipment move on and off. Includes Prevailing Wage rates.

For the lump sum price of \$ 39,509

Any unforeseen items or changes could be an additional cost. Quote is good for 30 days.  
This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started.  
To respond to this proposal, please give us a call at (916) 765-7751 or e-mail to sjv72189@gmail.com  
Thank you for your business.

Sam Varner

QUOTE ACCEPTED



2-25-2019

PLEASE COMPLETE WORK  
BY JUNE 30, 2019

**PROPOSAL AND JOB ESTIMATE**

Upgrade lower parking area at Jensen Park  
February 25/2019

SJ VARNER CO  
CSLB # 368836  
509 Winchester Court  
Roseville Ca 95661  
Ph 916-765-7751  
Fax 916-784-3237  
Email sjv72189@gmail.com

Carmichael recreation and parks district  
5750 Grant Ave  
Carmichael, Ca

Attn Keith Madison

Hi Keith,

We propose to clean, grade, compact and add 125 ton Class II aggregate base , We would also remove and replace sidewalk from the handicap parking spot to the bridge at the lower parking area at Jensen Park As described in the field. Including equipment move on and off. Includes Prevailing Wage rates

For the lump sum price of \$ 19,313.00

Any unforeseen items or changes could be an additional cost. Quote is good for 30 days.  
This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after the work has started.  
To respond to this proposal, please give us a call at (916) 765-7751 or e-mail to sjv72189@gmail.com  
Thank you for your business.

Sam Varner

QUOTE ACCEPTED  
*[Signature]*  
2-25-2019  
PLEASE COMPLETE WORK  
BY JUNE 30, 2019